
Project Reviews Charter

Background

Project reviews provide information to help make decisions, and demonstrate and confirm a project's accomplishments at various stages. Lines of inquiry for different types of reviews will vary depending upon the review objectives and project stage. The objectives of reviews include:

- Ensure readiness to proceed to a subsequent project phase.
- Ensure an orderly progress of various project efforts.
- Confirm functional integration of project products and efforts of organizational components.
- Enable identification and resolution of issues at the earliest time, lowest work level, and lowest cost.
- Support event-based decisions.
- Control risk.

Guide Purpose

This guide will be a tool for Federal Project Directors and Federal Program Managers in planning and preparing for appropriate reviews (as discussed below) as an integral part of the project.

Guide Scope

This guide will address the various types of project reviews that are conducted during the life cycle of a project based on the stage, complexity and duration of a project. The guide will describe typical reviews for DOE projects, purpose of each review, its timing and duration, lines of inquiry, required documentation, general discussion of review process, review participants, qualification of reviewers, etc. The guide will update, expand and replace the project reviews discussed in DOE M 413.3-1, Chapter 9 by incorporating lessons learned from recent project reviews, recommendations of recent studies of DOE's project management processes by the National Research Council, General Accounting Office and the Inspector General.

The scope of the guide will include discussion of:

1. Regular/Periodic Reviews
2. Status Reviews
3. Event-Driven Reviews
4. Risk-Driven Reviews
5. Unscheduled/Stakeholder-Driven Reviews

The guide will address required and optional reviews within the aforementioned categories. These reviews will include:

1. Performance Reviews
2. Independent Project Reviews (IPR)
3. External Independent Reviews (EIR)
4. Independent Cost Reviews
5. Technical Reviews
6. Operational Readiness Reviews

Key Interfaces and Dependencies

This Guide is intended to be utilized in conjunction with DOE Order 413.3A and other Federal project planning and acquisition requirements, e.g., Office of management and Budget Circular A-11. As such, it will be necessary to review these requirements and interface with appropriate DOE organizations. In addition GAO and IG and NRC have reviewed and made recommendations that will be reviewed for applicability. The team will also utilize lessons learned and other related guides (e.g., Tailoring, Management of Design & Construction) in development to ensure consistency.

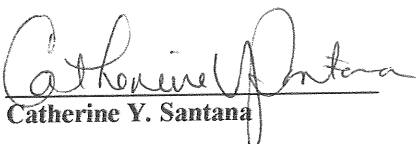
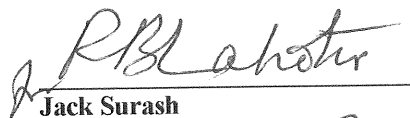

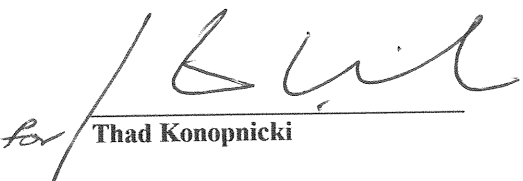
Development Team Membership, Roles & Estimated Resources

Individual	Organization	Review Subteam	Writing Subteam	Estimated Level of Effort
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Schedule

This guide will be developed, reviewed through two drafts, coordinated through the REVCOM process (after Steering Committee approval) and published by **June, 2008**. A detailed schedule (plan of action and milestones) will be updated monthly and provided to OECM.

Project Reviews Charter

Charter Approvals:Government Guide
Development Lead:
Suneel Kapur
5/22/07
DateO 413.3A Guide
Steering Committee
Members:
Catherine Y. Santana
4-18-07
Date
Jack Surash
4/26/07
Date
Dan Lehman
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Andrew Lawrence
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